
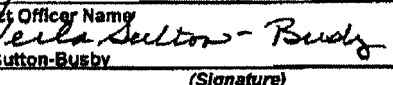

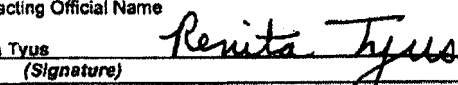
		United States Environmental Protection Agency Washington, DC 20460		Work Assignment Number <div style="text-align: right; font-size: 1.2em;">02-20</div>						
Work Assignment				<input checked="" type="checkbox"/> Original <input type="checkbox"/> Amendment Number:						
Contract Number <div style="text-align: right;">EP-C-08-010</div>		Contract Period 12/01/10 - 11/30/2011 Option Period 2		Title of Work Assignment: <div style="text-align: right; font-weight: bold;">EPA SBIR ASSESSMENT OF PEOG. RES. + RELEVANCE</div>						
Contractor Scientific Consulting Group, Inc.		Specify Section and Paragraph of Contract SOW <div style="text-align: right; font-size: 1.2em;">2.3, 2.4</div>								
Purpose: <input checked="" type="checkbox"/> Work Assignment Initiation <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Periods of Performance <div style="text-align: right;">From: 12/1/10 To: 11/30/11</div>								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
DC (Max 6)	Budget (FYs)	Appropriation Code (Max 6)	Budget Org/Code	Program Element	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 12/01/10 - 11/30/11						Cost/Fee		LOE		
Previously Approved										
This Action										
Total										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:						Cost/Fee:		LOE:		
Cumulative Approved:						Cost/Fee:		LOE:		
Work Assignment COR Name JAMES GALLUP						Branch/Mail Code 8722 F				
<div style="text-align: right;">  (Signature) </div>						Phone Number 202-343-9703				
						Fax Number				
Project Officer Name Verla Sutton - Busby						Branch/Mail Code: ORD/ISS/8102R				
<div style="text-align: right;">  (Signature) </div>						Phone Number (202) 584-6808				
						Fax Number (202) 585-2910				
Work Assignment COR Supv GAIL BENTKOVER						Branch/Mail Code: 8722 F				
<div style="text-align: right;">  (Signature) </div>						Phone Number 202-343-9511				
						FAX Number				
Contracting Official Name						Branch/Mail Code CPOD				
<div style="text-align: right;">  (Signature) </div>						Phone Number (513) 487-2094				
						Fax Number (513) 487-2109				
Contractor Acknowledgment of Receipt and Approval of Workplan (Signature and Title)						Date				

Work shall not begin on this work assignment until 12/01/10.

PERFORMANCE WORK STATEMENT

Contract Number EP-C-08-010

Scientific Consulting Group

Work Assignment Number: 02-20

Title: EPA SBIR Assessment of Program Research and Relevance

Period of Performance: December 1, 2010 through November 30, 2011

Work Assignment COR: April Richards
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Alternate Work Assignment CORs:

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I. Background:

The National Center for Environmental Research (NCER) maintains a central role in the solicitation and award of Assistance Agreements, Environmental Research Centers and Graduate Education Fellowships funded under the Science to Achieve Results Program and the award of contracts under the EPA Small Business Innovation Research (SBIR) Program.

More specifically, the SBIR Program is a phased process across the Federal Government of soliciting proposals and awarding contracts or grants for research and development of technologies to meet stated Agency needs or missions. There is a need for support services as well as preparation of several documents and studies to assist EPA in the conduct of this program.

II. Scope of Work

The contractor shall provide the necessary personnel and resources to complete these tasks as they relate to the SBIR Program:

- 1) The WA COR will furnish to the contractor copies of the abstracts submitted by the FY 2011-2012 SBIR awardees. The contractor shall edit these for style, uniformity, and format; and furnish supplemental keywords. Keywords should be technical and should facilitate searches on NCER's website by EPA personnel and small businesses interested in environmental technology. It is expected that there will be approximately 45 abstracts. The abstracts will then be posted on the NCER Web home page by a NCER staff member.
- 2) Update tables of EPA SBIR awards up to and including FY 2010 /11 are on the NCER home page. The WA COR will furnish a list of FY 2011/2012 awards and a copy of previous tables of awards to the contractor. The contractor shall update the tables of EPA SBIR awards to include balance of FY 2011 – 2012. These tables will then be put on the NCER webpage by EPA.
- 3) The contractor shall furnish off-site logistic support for an SBIR kick-off meeting to be held in February/March in Washington, D.C. The meeting will run 8:00 a.m. to 5:30 p.m. The estimated number of attendees is 50. The support shall consist of arranging for meeting rooms, reserving sleeping rooms (approximately 25), creating a registration website with logistics and agenda for attendees, preparing information packets for attendees to include copies of presentations, agendas, etc., providing a meeting coordinator in-person on the day of the meeting to provide logistical assistance, and preparing a list of meeting attendees.
- 4) Provide electronic SBIR reports as required by SBA related to populating SBA's TechNet database and other reporting requirements.
- 5) Furnish off-site logistic support for a SBIR and Commercialization Regional meeting. This support will consist of arranging for a meeting room, reserving sleeping rooms, preparing a logistic sheet (to include time, date, place, and directions) to be mailed out by the WA COR. The WA COR will provide the location of the meeting through written technical direction.
- 6) Complete update of EPA SBIR success stories using spreadsheet already developed by the WA COR and contractor listing companies that were previously identified as

potential future success stories. The WA COR will contact companies and gauge willingness to participate in preparation of success stories. The contractor shall follow up and gather initial information on success of technology from these companies. The contractor shall write up individual success story documents for each company that is willing to participate. For these new successes, draft, edit and layout, new SBIR Success Stories formatted with the following sections: 1) environmental problem, 2) technology solution, 3) commercialization success of the project and 4) company information. The contractor shall prepare success story write-ups for printing and posting on web. Examples of current SBIR success stories can be found on the EPA SBIR website at: <http://www.epa.gov/ncer/sbir/success/>.

III. Reporting

The contractor shall submit monthly progress reports to the WACOR. In addition, the WA COR will be kept informed of progress through periodic meetings, telephone calls, faxes, and other contact. The contractor shall notify the WA COR immediately of any problems that may impede the performance of the work under this work assignment. Deliverables shall be provided in hardcopy and electronic format to the WA COR.

IV. Staffing

In the work plan, the contractor shall identify qualified staff to perform tasks provided in the work assignment. Staff must be qualified to perform technical editing and meeting support functions.

Schedule of Deliverables

Work plan due within 15 calendar days upon receipt of work assignment

Draft of edited FY 2010 / 2011 SBIR abstracts	February 1, 2011
SBIR Kick-Off Meeting Registration Website	February/March 2011
Updated SBIR tables to include FY 2010 & 2011	March 1, 2011
Final version of FY 2010 / 2011 SBIR abstracts	March 1, 2011
Drafts of new individual SBIR success stories	March 31, 2011
Electronic SBIR reports as required by SBA	March 31, 2011
SBIR and Commercialization Regional meeting	April 30, 2011
Final new set of SBIR success stories	September 1, 2011

V. Conflict of Interest

The contractor shall disclose any conflict of interest regarding this work.

VI. Management Controls

Reports and other documents prepared by the contractor will be based on information and technical directions provided to the contractor by the WA COR. Work products will be thoroughly reviewed by the WA COR. Documents shall be prepared using compatible Agency software and will be provided to the WA COR in hard copy and electronically.

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment.

At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction. Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.